



State of Colorado

Open Competitive

EMPLOYMENT OPPORTUNITY

Department of Local Affairs

Division of Local Government

REANNOUNCEMENT- If you've already applied for position #80903-0608 you do not need to reapply.

Job Title: GENERAL PROFESSIONAL III

Position Number: 80903-0608, 80904-0608 and 80905-0608

Job Location: Grand Junction, Loveland and Pueblo

Salary: \$3,895/mo.

Release Date: July 1, 2008

Apply By: July 18, 2008

Employment Type: Full - Time

Class Code: H6G3XX

Information About The Job:

DUTIES:

This position as a grants manager will serve as a resource for local governments by assisting them in the implementation and management of their community development projects. The position will determine local government needs regarding community development and planning and help them achieve their goals by providing direct technical assistance, training and information. Duties include: providing technical assistance to local governments requesting grant funding from the department's financial assistance programs; analyzing applications to ensure eligibility and compliance with grant program requirements; tracking and documenting proposed outcome measures of projects being funded; developing statement of work for grant contracts; modifying contracts as necessary; monitoring completion of project contract and project performance; reviewing projects requests for reimbursements; preparing payment vouchers for processing by department; monitoring to ensure satisfactory completion of grant contract requirements; and certifying project completion and compliance of grantee's projects. Some in-state travel required.

MINIMUM QUALIFICATIONS:

Requires graduation from an accredited college or university with a bachelor's degree in public administration, planning, political science or a closely related field and two years of grant or program management. Previous local government experience is **strongly** preferred. **NECESSARY SPECIAL REQUIREMENT:** Requires a valid Colorado driver's license. **SUBSTITUTION:** Work experience in grant or program management which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.

PLEASE NOTE: Applications are used as part of the selection and exam process. Applications will be reviewed to determine if you meet the minimum requirements for the position and will be ranked to determine the most qualified applicants for this position. Be sure your application specifically addresses all the requirements listed above.

How To Apply:

Submit your **completed** State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please call (303) 866-5884 or email susie.esparza@state.co.us. **Please include your current e-mail address on your application, as most correspondence regarding this position will be electronic-based.** The department cannot guarantee the successful delivery of e-mail. You will be notified of the status of your application two weeks after the closing date of the announcement. If you do not receive information regarding the status your application after this time, please contact (303) 866-5884. For employment application and full job announcement including Important Information About Your Application and Appeal Rights please go to our employment website at <http://dola.colorado.gov/employment.html>.

YOU MUST BE A RESIDENT OF COLORADO TO APPLY.
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.